



**MINUTES FROM MONTHLY BOARD MEETING
POY SIPPI FIRE DEPARTMENT- TUSTIN STATION
TUESDAY, MARCH 5, 2024**

1. Call to Order

The meeting was called to order at 6:00pm by Chairman Stuebs.

2. Pledge of Allegiance

3. Roll Call / Verification of public notice of meeting

Present: Chairman Mark Stuebs, Supervisors Randy Riese and Delmar Behm, Clerk Amy Smith and Treasurer Beth Buchholtz. Audience: Eric Smith, Deb Hoeft, Jay and Shiloh Dobbratz, Cheryl Tavernia, Steve Anderson, Brad Gerrits.

4. Approval of items on the agenda

The agenda was approved, as posted with a motion made by Supervisor Behm and second by Supervisor Riese.

5. Approval of February 6, 2024 regular board meeting minutes

A motion was made by Supervisor Riese/second Supervisor Behm to approve the minutes. Motion carried 3-0.

6. Treasurer's report

The February treasurer's report was given. There were ten credits in February in the amount of \$114,522.15 and twenty-four debits totaling \$1,016,938.12, with an ending balance \$170,817.25 per the bank statement.

As of 2/29/2024, the Supersaver account has a balance of \$112,673.61 reflecting \$151.19 of interest in February. Supervisor Behm made a motion to accept the treasurer's report, Supervisor Riese second; motion carried 3-0.

7. Approval of bills presented for payment

Clerk Smith read the list of bills due for March, reflecting \$7,485.54 being disbursed. A motion was made by Supervisor Riese/second Supervisor Behm to approve paying the bills.

8. Board Reports

- a. **Ditching**- Chairman Stuebs talked with the Towns Association about residents cleaning ditches. It is advised that the town coordinate the cleaning as proper insurance is required and will be held responsible should complications arise in any project. A culvert will be reset on Archer Ave just west of highway 49 as it currently isn't draining. A request to finish cleaning a ditch near Edlund Lane on 36th Drive by Eric Smith will be completed as well to allow proper drainage. In the future, the town may request for some cost share of such, should the same problem occur. Supervisor Riese replaced the flag near the fountain in town and will be reimbursed.

9. Clerk Report

- a. **WEC Grant**- Clerk Smith shared that the town has secured funds for changing the email address to wi.gov as Wisconsin Elections has encouraged municipalities to do so. Updates have been made to the website.
- b. **Badgerbooks**- The electronic poll books are on hold at this time. Originally, they were going to be active for the April election; however, we continue to wait in hopes of them being used for the August election.
- c. **Spring Election**- The spring presidential preference election is 4/2/2024.
- d. **Townhall Software update/CT Form**- Clerk Smith voiced some concerns with communication about the new software and receiving training. In the past few weeks, training has begun and seems to finally be on track with learning the new program. The software will be an asset for years to come with completing the CT Form annually for the State of Wisconsin. The CT Form is completely every March for the previous fiscal year.

10. Correspondence

WTA and ATF response to licensing- Clerk Smith shared emails between DOR/ ATF enforcement unit and the Towns Association in reference to a liquor license potentially being revoked and/or not being renewed this summer. After some discussion, the board will wait and follow protocol at the time of possible charges and/or next renewal date.

11. County Supervisor

None.

12. Organization Reports

None.

13. New Business

- a. **CSM-Bruce Hoeft**- The purpose is to maintain ownership but split parcels so each parcel has one dwelling per the zoning requirements. The discussed and approved the request with Supervisor Riese making a motion and Supervisor Behm second. Motion carried 3-0.
- b. **ARIP**- Chairman Stuebs talked about the program having additional requirements, including having a posted weight limit on any road, for at least 30 days the previous year, as a prerequisite to the application process. Emails have been back and forth with the engineer and the highway department. The town will post signs and try for the second round of funding.
- c. **Culvert inventory**- The state is requiring municipalities to take inventory of town culverts between 6-20 feet. The board discussed and will sign paperwork for the county to complete the inventory for the town. Chairman Stuebs will send in the request to Brian Freimark before the April 15th deadline.
- d. **Moving a driveway**- Laura Hungerford inquired about moving a driveway from 37th Ave to Tri-County Road as the property purchased has been cleared and a new structure will be built. The town follows requirements by the county zoning department and will agree with their decision and move to allow the change. Supervisor Riese made the motion, Supervisor Behm second. Motion carried 3-0.
- e. **2023 Financial Audit**- Clerk Smith presented the report without any follow up questions.
- f. **Poygan Gun Club license renewal**- Clerk Smith presented the paperwork that was received for the renewal of the beer license for the club. Supervisor Behm made a motion to approve the renewal, Supervisor Riese second. Motion carried 3-0.

14. Old Business

- a. **ARPA funds-** Discussion was had about allocating funds this fiscal year. Clerk Smith talked with Dan Kesselmayer from USI Broadband in the past week. Currently, the timeline for grant funding is unknown.

15. Public comments from attendees

Brad Gerrits was present and introduced himself to attendees sharing he is running for school board in the Weyauwega/Fremont district.

16. Adjournment

There being no other business to conduct, a motion to adjourn was made by Supervisor Riese/second by Supervisor Behm. Meeting adjourned at 6:42pm.

Respectfully submitted,

Amy Smith

Amy L. Smith, Clerk